

WEEKLY SITE INSPECTION RECORD

INSPECTION — WEEKLY

The principal contractor walks the whole site once a week and writes down what it found

KD-INS-WS-010 Rev A0

CDM 2015 reg 13: the principal contractor plans, manages and monitors the construction phase; HSWA 1974 s.2(2)(a): a safe system of work is provided AND maintained. The weekly inspection is how a principal contractor shows it monitored, not just planned. Walk it; do not fill it in from the office. Every "no" goes to the action register (KD-INS-AR-019) with an owner and a date.

1 SITE

PROJECT / SITE REF	SITE	WEEK COMMENCING / PERIOD	INSPECTOR

2 WALK-ROUND — TICK IF SATISFACTORY, CROSS IF NOT, N/A IF NOT APPLICABLE; EVERY CROSS NEEDS AN ACTION

Access and site set-up

- ☐ Site secure; hoarding and gates sound; signage and induction in place
- ☐ Welfare clean, stocked, heated; drinking water; drying room
- ☐ First-aid provision and named first aiders displayed
- ☐ Pedestrian routes segregated from plant; lighting adequate

ITEMS NOT SATISFACTORY — ACTION REFS ON KD-INS-AR-019

Work at height

- ☐ Scaffolds tagged and inspected within 7 days; edge protection complete
- ☐ Ladders and towers tagged and used correctly
- ☐ Openings, voids and leading edges protected; fragile surfaces marked
- ☐ MEWPs used by trained operators with harnesses where required

ITEMS NOT SATISFACTORY — ACTION REFS ON KD-INS-AR-019

Excavations, plant and lifting

- ☐ Excavations inspected this shift; supported or battered; edges protected
- ☐ Plant pre-use checks done; banksmen; exclusion zones
- ☐ Lifting equipment in date on the register; lift plans for crane lifts
- ☐ Services located and marked before digging

ITEMS NOT SATISFACTORY — ACTION REFS ON KD-INS-AR-019

Fire, electrical and hazardous substances

- ☐ Fire inspection done this week; routes clear; extinguishers in place
- ☐ Temporary electrics: 110 V tools, RCDs, cables routed
- ☐ COSHH store in order; assessments on site for substances in use
- ☐ Asbestos register consulted; no unexpected materials disturbed

ITEMS NOT SATISFACTORY — ACTION REFS ON KD-INS-AR-019

Health

- ☐ Dust controlled — on-tool extraction, water suppression, RPE face-fitted
- ☐ Noise and vibration: quiet plant, hearing protection zones, HAVS points
- ☐ Manual handling aids in use; loads planned
- ☐ Occupational health arrangements in place for those who need them

ITEMS NOT SATISFACTORY — ACTION REFS ON KD-INS-AR-019

Housekeeping and environment

- ☐ Waste segregated; skips not overfilled; materials stored tidily
- ☐ Spill kits present; fuel banded; no pollution to drains
- ☐ Public protected — hoarding, netting, deliveries controlled
- ☐ Permits in force displayed; permit register up to date

ITEMS NOT SATISFACTORY — ACTION REFS ON KD-INS-AR-019

WEEKLY SITE INSPECTION RECORD

continued

INSPECTION — WEEKLY

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3 SUMMARY

ITEMS SATISFACTORY / CHECKED	ACTIONS RAISED (REFS ON KD-INS-AR-019)	GOOD PRACTICE SEEN

4 SIGNATURES

Inspector:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Site manager — actions accepted:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.